



ASD-W
Anglophone School District West

DISTRICT
EDUCATION
COUNCIL

1135 Prospect Street, Fredericton, New Brunswick, E3B 3B9 - www.asdw.nbed.nb.ca

6 June 2025

Minister Claire Johnson, PhD
Department of Education and Early Childhood Development
Place 2000, 250 King Street
Fredericton, New Brunswick
E3B 5H1

Dear Minister Johnson:

I informed you on 20 May 2025 of the resignation from the District Education Council (DEC) of the Anglophone West School District (ASD-W) of the Councillor for Sub-district 2 (Carleton North). Furthermore, I advised that we would commence a search for a replacement. Through the efforts of school administrators in the Sub-district area, an individual has stepped forward indicating her desire to fill the Councillor vacancy.

The individual expressed a desire to not receive the stipend, which all Councillors receive, however clarification from staff within your department, as well as a conversation with Deputy Minister Donaghy at the DEC symposium on the weekend regarding any possible conflict of interest have resolved any of her concerns.

Ms. McGrath's application has the full support of the Council and we recommend that you appoint her to the ASD-West DEC for the remainder of this Council's term (30 June 2026):

Ms. Katelyn McGrath

SUB-DISTRICT 2 (Carleton North):

Only one submission and recommendation: Ms. Katelyn McGrath

Address: 38 Tribe Road, Lower Knoxford, NB E7K 2H4

Telephone: 506-324-4250.

Email: katelyn.mcgrath@westnb.ca

Ms. Katelyn McGrath is the current Chairperson of the Florenceville Elementary School PSSC. She is very involved within her community both professionally as well as in a volunteer capacity as you will note in her resume which is attached for your review.

We would very much appreciate having Ms. McGrath join the Council as soon as possible and thus look forward to your favorable reply.

Sincerely,

A handwritten signature in blue ink that reads "Thomas K.D. Geburt". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Thomas K.D. Geburt
Chairperson District Education Council
Anglophone West School District

CC: Ryan Donaghy, Deputy Minister, EECD
Dr. Tiffany Bastin, Assistant Deputy Minister, EECD
David McTimoney, Superintendent, Anglophone West School District

Attachments: 2

- 1 - Cover Letter from Ms. Katelyn McGrath
- 2 - Resume Ms. Katelyn McGrath

Katelyn McGrath RPP, MCIP

506-324-4250 | katelyn.mcgrath@westnb.ca

June 4, 2025

Re: Application for Councillor – Sub District 2 position with the Anglophone School District West District Education Council

Mr. Thomas Geburt,

Please accept this letter and attachment as my application to fill the position DEC Councillor for Sub District 2, of the ASD-W District Education Council. As a service-driven executive with a keen passion for providing strategic guidance and supporting results driven program development in a regional environment, the opportunity to do so in support of ASD-W is interesting to me.

I have over 12 years leadership experience within the Regional Service Commission and hold a Master of Science in Regional Planning. Currently, I serve as the Chair of the Florenceville Elementary School PSSC and have a passion for ensuring high quality and comprehensive education to the youth of my community, and the wider region.

In my professional roles, collaboration, and advocacy have been fundamental to regional initiatives. Given my years of experience in local governance, I understand and respect the role of a board or council in policy and oversight versus the role of staff in operations and management, as well as the importance of the elected officials allowing the administrative team to manage the operations without interference.

I believe that my experiences as Chief Executive Officer of a Regional Service Commission compliments the work done by the ASD-W and the District Education Council. My background in consensus building, collaboration, and change management will be beneficial to this role of working with ASD-W as they strive towards better education and outcomes for the youth of our region, and Province of New Brunswick. Higher educational outcomes will have a multitude of positive impacts within all of our communities into the future.

I have a genuine desire to support the ASD-W is policy development which will translate into the academic success and wellbeing of our student population. I invite you to review my application and welcome any opportunity to speak with you to discuss my suitability. Thank you kindly for your time and consideration.

Yours sincerely,



Katelyn McGrath MCIP, RPP

Katelyn McGrath RPP, MCIP

506-324-4250 | katelyn.mcgrath@westnb.ca

Profile

An innovative, collaborative, and results-driven executive with extensive experience providing strategic oversight to regional initiatives and service delivery programs.

- ❖ Current Chief Executive Officer of the Western New Brunswick Service Commission, with over 12 years of progressively senior leadership experience.
- ❖ Strong background in staff management, program management, project delivery, communications, service management, strategic planning, partnership development, performance management, compliance, and reporting.
- ❖ Demonstrated ability oversight of executive teams, develop service delivery frameworks, develop and manage budgets, administration, and reporting processes to deliver against strategic objectives.
- ❖ Core competencies include leadership development/ delegation, budgeting, meeting administration, presentations, consensus-building, Board reporting, organizational structuring, operational planning/ logistics, capacity building, and change management.
- ❖ Extensive experience as a liaison with Board members, committees, government representatives, community stakeholders, and media, with a proven ability to establish a positive rapport with colleagues, clients, and members of the public.

Education

Indiana University of Pennsylvania | Indiana, PA

2008

Master of Science, Geography, Concentration in Regional Planning

Mount Allison University | Sackville, NB

2006

Bachelor of Arts, Geography, Minor in History

Experience

Executive Director | Western Valley Regional Service Commission

2015-Present

- Provide strategic and tactical leadership to the Commission to fulfill the delivery of mandated services and voluntary service arrangements across the region, while providing a forum for regional collaboration.
- Maintain direct-responsibility for outcomes in staff planning, financial/ administrative oversight, communications (Board/ committee/ internal/ community), public relations, and strategic planning.
- Successfully lead Board/ stakeholder/ committee meetings to build consensus and buy-in to the Commission's strategic direction, and translate the broader priorities of the organization into tactical plans for staff.
- Provide technical oversight to core waste management services, including contract management, vendor management, and negotiation.
- Oversee a Commission team working to develop an innovative, client-centric team culture with a focus on leadership development and mentorship while managing the administration of job descriptions, compensation planning, and performance supervision.
- Drive communications, liaising, and reporting with the Board Chair/ members, local service managers, government representatives, and diverse committees, structuring/ scheduling meetings as the main interface for critical conversations, proposals, and complex decision-making.
- Lead and support the Finance Manager in financial reviews, budgeting, and reporting to the Finance & Oversight Committee. Engage in financial audit exercises as required by the external audit firm.

- Communication with key provincial stakeholders to facilitate regional collaboration and conversations.
- Oversee performance measurement to report on the Commission's ability to deliver against strategic objectives.

Planning Director | Western Valley Regional Service Commission

2013-Present

- Supervise a team in fulfilling Planning & Inspections duties in application review/ approvals (provincial, development, subdivision, by-law), stakeholder liaising, committee administration, and contract management as both a Development Officer and Registered Professional Planner.
- Assess and identify the annual operating needs of the department, including staffing, budgeting, contracting, and delegation, and lead recruiting, training, and staff supervision.
- Develop a team to act as a public resource for Planning & Inspections information, coordinating in-depth training and knowledge translation activities to ensure consistent service capacity, and maintain direct responsibility for the compliance of all application approvals to provincial/ municipal regulations.
- Lead annual staff performance reviews, and workflow management. Regularly liaise with government departments, environmental/ enforcement agencies, and clients to manage compliance, issues, and service requests.
- Establish and build a network of contacts across all stakeholder groups to drive collaboration, knowledge sharing, and communication.

Interim Manager, Waste Diversion Program | Western Valley Regional Service Commission

2013-2017

- Developed, monitored, and improved the Waste Diversion Program portfolio, including educational programming, waste/ recycling management, public inquiries, and service management.
- Coordinated input across diverse service stakeholders to directly inform program development and strategy.
- Successfully integrated current/ emerging industry trends into waste diversion programming.
- Management of public communications through campaigns, press releases, advertising, and media to advance the public's understanding of available resources and programs. Maintained all program-related information on the Commission's website.
- Liaised with recycling contractors, transfer station contractors, and landfill site staff, among others, to ensure daily tactical execution of each program, including the recycling collection program.

Planner | City of Fredericton, Community Planning Division (Fredericton, NB)

2008-2013

Development Services Intern | City of Fredericton, Development Services Division (Fredericton, NB)

2007

Professional Affiliations

- **Member-** Canadian Institute of Planners (CIP) (2009- Present)
- **Member-** Atlantic Planners Institute (2009- Present)
- **Members-** New Brunswick Development Officers Association (2017- Present)
- **Member-** *Gamma Theta Upsilon Geography Honour Society IUP Chapter* (2008)

Community Engagement

- **Chair** – *Florenceville Elementary School PSSC*
- **Secretary-** *Centreville Chamber of Commerce* (2014- Present)
- **President & Volunteer Coach** - *Woodstock Staking Club* (2012- Present)